

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC HEARING AND PUBLIC MEETING
Date: June 24, 2013
Time: 4:00
Location: Central Library Board Room

TRUSTEE ROLL CALL:

Present: Robert Brown, Lisa Godfrey, James VanderRoest, Cheryl TenBrink, and Valerie Wright.

Absent: Fenner Brown and Bruce Caple

PUBLIC HEARING:

Approximately 3:57 p.m., the fire alarm at Central Library was triggered requiring evacuation of the building. The Public Hearing commenced after Board members, staff, and visitors were able to return to the meeting. President TenBrink called the Public Hearing to order at 4:08 p.m. regarding the proposed Preliminary Budget for 2013/2014. She invited audience members to speak regarding this budget. The president closed the public hearing at 4:09 p.m. after it was determined no one was present who wished to address the Board on this subject.

CALL TO ORDER:

President TenBrink called the meeting to order at 4:09 p.m. President TenBrink appointed Trustee L. Godfrey as acting secretary for the June 24th, 2013 meeting.

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Resolution to Authorize a Public Hearing on the Proposed Budget for 2012-2013

Recommendation: Director Rohrbaugh recommended the Board adopt the resolution approving the General Operating Fund – Preliminary Budget FY 2013-2014 and authorize that 3.9583 mills be levied for library operations for 2013-2014.

Executive Summary: The preliminary budget was reviewed at the regular Board Meeting on May 20, 2013. Prior to the meeting a Public Hearing was conducted for consideration of the budget and millage rate by the public.

Discussion: Director Rohrbaugh said this resolution would approve the preliminary budget for the 2013-2014 fiscal year and authorize the millage levy. She reminded the Board that the Finance and Budget Committee had twice met to consider the budget prior to the Board meeting.

MOTION: J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO ADOPT THE RESOLUTION APPROVING THE GENERAL OPERATING FUND – PRELIMINARY BUDGET FY 2013-2014 AND AUTHORIZE THAT 3.9583 MILLS BE LEVIED FOR LIBRARY OPERATIONS FOR 2013-2014.

Roll Call Vote: C. TenBrink—yes; J. VanderRoest—yes; R. Brown—yes; V. Wright—yes; L. Godfrey —yes.

MOTION CARRIED 5-0.



II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

A. *Minutes of the Board Meeting of April 22, 2013*

- Director Rohrbaugh mentioned a correction to the minutes from the Board Meeting of April 22, 2013 that had occurred following the dispersal of the Board packet. On page 90, section X. Adjournment, “President TenBrink” was changed to “Vice President Wright”. The edited minutes were accepted.

B. *Personnel Items*

- **Employee Transfer**
Stan Weller transferred to the KPLSP Librarian Assistant 3 FTE 1.0 Lending Services position in the Patron Services Department effective June 1, 2013. Stan previously held the KPLSP Library Assistant 3 FTE 1.0 Custodian position within the Facilities Management department.
- **New Hire**
Derek Johnson joined the staff in the KPLSP Library Assistant 3 FTE 1.0 Custodian position within the Facilities Management department effective July 16, 2013. Derek previously worked at KPL in temporary grounds care and as an hourly custodian.

IV. FINANCIAL REPORT

A. *Financial Reports for the Month Ending May 31, 2013*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending May 31, 2013.

Discussion: Director Rohrbaugh highlighted the changes in Messa health insurance for employees as well as changes to the administrative and accounting services of KPL’s 403B Plan.

MOTION: R. BROWN MOVED AND L. GODFREY SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING MAY 31, 2013.

MOTION CARRIED 5-0.



V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. Strategic Plan

Recommendation: Director Rohrbaugh recommended the Board approve the strategic priorities, goals, and objectives for the three years, July 2013-June 2016.

Executive Summary: In winter/spring 2010, the library undertook a strategic planning process. The outcome was five priorities with seven goals for a three-year cycle through June 2013. Progress on meeting the objectives established for each goal was reported to the board at the end of each quarter during this three year period.

Early in 2013, the library began deliberating in departmental meetings, Management Team meetings, and with trustees at the April board meeting about priorities for the next three-year cycle. The library also conducted a community survey that included several questions related to current priorities and possible new priorities. In all of these settings, it became clear no group was looking for a major redirection of the library but rather some relatively minor tweaking of the current priorities.

In summary, the recommended priorities, goals, and objectives:

- Dropped the priority “build successful enterprises”. This original priority focused on the ONEplace@kpl which was newly launched at that time but is now an ongoing service.
- Added “digital opportunities” to priority #1 and the accompanying goals to recognize the evolving digital world.
- Added “creating experiences” to the “stimulate imagination” priority for children, tweens, and teens.
- The description of priority #2 was revised to reflect the objectives.
- Priority #4 was expanded to include a celebration of local culture.
- Developed survey objectives that were intentionally less specific than in the past. Rather than set a goal of X% target for some specific outcome, the library will plan surveys that will vary from year to year depending upon services and the information the library would like to collect; the library wants the flexibility of changing the questions rather than continue to repeat the same surveys each year.

Discussion: Director Rohrbaugh said the plan had been discussed at length throughout the library in department meetings, Management Team meetings and a Board meeting, and has had input from the results of the survey conducted by the Kercher Center. These discussions concluded that neither the community, staff at the library or the Board were feeling a major redirection of the priorities was necessary. She said the recommendation for the new Strategic Plan represented some minor changes to the plan of the previous three years. Director Rohrbaugh explained with approval of the plan, the Action Plan and Organizational Competencies that support the objectives in the Strategic Plan would be brought to the July Board meeting.

MOTION: V. WRIGHT MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE STRATEGIC PRIORITIES, GOALS, AND OBJECTIVES FOR THE THREE YEARS, JULY 2013-JUNE 2016.

MOTION CARRIED 5-0. 

B. Budget Reserves Transfer

Recommendation: Director Rohrbaugh recommended the Board approve the transfer of \$30,000 of budgeted unallocated reserves from the Furniture and Equipment and Building categories of the Capital Improvement Plan to be added to the Youth and Local History Renovation combined project budget. The new combined project budget would total \$176,397 and include construction, architecture and engineering, furniture and shelving reconfiguration costs.

Executive Summary: The original budget projections approved by the board totaled \$146,397 and included construction, architecture and engineering, furniture, and an estimate for carpeting and flooring. As approved, these budgets were segmented by appropriate category.

Construction bids were received from Miller Davis, Hazelhoff Builders, and Kalleward Group and ranged from the \$91,300 (Miller Davis) to \$103,300 (Hazelhoff Builders). The recommendation for award of the construction contract followed separately.

Compared to the original estimates for construction and fees, the lowest quote for construction, plus the separate contracts for HVAC (Johnson Controls), architectural fees (Penchansky, Whisler) and an estimated contingency of 10% totaled \$138,825, as compared to the \$112,000 original estimate. Much of the additional cost, although certainly not all, was attributed to the complications of a renovation project rather than new construction. Quotes received for furniture and shelving reconfiguration also exceeded initial estimates and requires that new purchase expectations be scaled back to accommodate budget limitations.

The recommended budget transfer of \$30,000 and the combination of all expenditure categories into one project budget will allow the construction project to move forward with the expectation of furniture being delayed except for essential pieces until, and if, budget allows.

This recommendation was shared with the Budget and Finance Committee.

Discussion: Director Rohrbaugh said both this recommendation and the recommendation to follow had been discussed with the Building Committee but there hadn't been time to convene a Finance and Budget Committee to review this Budget Reserves Transfer recommendation. The recommendation was shared with the Board Treasurer, J. VanderRoest, and shared electronically with the other members of the committee, F. Brown and B. Caple. Director Rohrbaugh said she felt comfortable recommending the transfer of these funds since they had been set aside for the 2012-2013 fiscal year which the library was now in the last week of.

The transfer of these funds would bring the combined budget for the project to \$176,397 and would include construction, architectural and engineering, and shelving costs. She reiterated that some furniture may be delayed until later as the budget allowed.

L. Godfrey asked about delaying furniture purchases. Director Rohrbaugh said one piece of furniture that may be delayed would be the Local History desk. The library would move the current desk once the Local History Room and Tech Center had been combined and purchase the new desk at a later date. Another item that may be held, Director Rohrbaugh explained, was the shelf for the microfilm readers. No construction will be held until a later date but only things that could be done relatively easy as standalone projects in the future.

L. Godfrey asked what the total price tag of the project was. Director Rohrbaugh said it was just under \$200,000. She explained she may return to the Board at a later date with a recommendation to use more money from the Local History Fund at the Kalamazoo Community Foundation for furniture purchases that had to be delayed. Another option would be to wait until after the audit had been completed. J. VanderRoest said the Building Committee had discussed that there may be more money to allocate to the project once the audit had been completed. L. Godfrey asked if the Tech Center Desk was being repurposed. Director Rohrbaugh said it was not.

Director Rohrbaugh named the furniture that would continue to be purchased with the current budget: shelving for the rotunda, periodical shelving, and furniture for the activity room. She said the library may wait to purchase the wedged pieces of shelving that were going to be used in the Children's Room or contact local vendors to see if someone may be able to make them for a cheaper price.

MOTION: J. VANDERROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE TRANSFER OF \$30,000 OF BUDGETED UNALLOCATED RESERVES FROM THE FURNITURE AND EQUIPMENT AND BUILDING CATEGORIES OF THE CAPITAL IMPROVEMENT PLAN TO THE YOUTH AND LOCAL HISTORY RENOVATION COMBINED PROJECT BUDGET.

MOTION CARRIED 5-0.



C. Award of Contract for Building Project

Recommendation: Director Rohrbaugh recommended the Board award the contract for the Youth and Local History Renovation project to Miller-Davis Company.

Executive Summary: The bid results for the Youth and Local History Renovation project were as follows:

Contractor	Original Bid Total	Adjusted Bid Total	Completion Estimate
Miller-Davis	\$ 95,800	\$ 91,300	October 8, 2013
Hazelhoff Builders	\$ 108,400	\$ 103,300	September 27, 2013
Kalleward Group	\$ 105,000	\$ 102,120	November 5, 2013

Kalamazoo Public Library's architect, Seth Penchansky, and Susan Lindemann, Head of Facilities Management, were discussing quoted prices for the alternates and value engineering options with Miller-Davis to determine the best options for a total construction project and price within the library's budget. Some furniture purchases may be delayed until later in the year or even next year.

This recommendation was reviewed and supported by the Building Committee.

Discussion: Director Rohrbaugh said the adjusted bid did not include some of the alternates that she had mentioned in the previous recommendation or some of the value engineered options that will result in further cost savings. She explained the exact amount of the bid was still to be determined following the completion of the value engineering however she assured the Board the final cost would be in the ballpark of \$91,300.

J. VanderRoest asked about the final sentence in the second paragraph of the executive summary wondering how long some furniture purchases could be delayed. Director Rohrbaugh explained some furniture purchases could be delayed until the fiscal year 2014-2015. L. Godfrey asked why this sentence was included in this recommendation since purchasing furniture was not part of the work Miller Davis would do. J. VanderRoest suggested the sentence be deleted from the recommendation.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO DELETE THE SENTENCE "SOME FURNITURE PURCHASES MAY BE DELAYED UNTIL LATER IN THE YEAR OR EVEN NEXT YEAR" FROM THE AWARD OF CONTRACT FOR BUILDING PROJECT RECOMMENDATION.

MOTION CARRIED 5-0.



MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO AWARD THE CONTRACT FOR THE YOUTH AND LOCAL HISTORY RENOVATION TO MILLER-DAVIS COMPANY.

MOTION CARRIED 5-0.



REPORTS:

D. Director's Goals

Report: Director Rohrbaugh said this report followed the pattern of previous years highlighting goals she anticipated taking the lead on throughout the year with the help of other staff at the library. She said the goals supported the Strategic Plan and would make for a full year.

Discussion: J. VanderRoest said he was happy to see item eight on the list but hoped the process of revising the mission statement would be different than the last time this task was undertaken. Director Rohrbaugh said she was aware the mission statement was not aligned with the Strategic Plan and that it was not considered when the Strategic Plan was developed. L. Godfrey remembered that the idea to revise the mission statement came up during the initial strategic planning sessions in 2010 but the decision was made not to revise it at that time.

J. VanderRoest asked if the Digital Lab would be tailored towards teens and youth. Director Rohrbaugh said it would be used by all ages of patrons. J. VanderRoest asked where the Digital Lab would be located. Director Rohrbaugh said it would be in the prior computer lab. She explained the Digital Lab would have limited hours with no full time computer trainer in the room as there was in the past. L. Godfrey asked if the library would purchase a 3D printer. Director Rohrbaugh said a 3D printer was not in the current plans.

J. VanderRoest asked for more specific information about number nine. Director Rohrbaugh said there had been much conversation in the library world about e-cigarettes. She explained some libraries allowed them and others did not. KPL does not want to allow them in the facilities but the Rules of Behavior do not cover them. Director Rohrbaugh explained the library prohibited tobacco products but e-cigarettes did not have tobacco. She said it was decided that instead of bringing a recommendation to the Board to change this one item, the Rules of Behavior should be fully reviewed since it had been a number of years since they had been edited. R. Brown said e-cigarettes were essentially a drug delivery system. J. VanderRoest said if the library banned drug delivery systems, this would have an effect on insulin dependent diabetics. R. Brown said the rule would also prohibit nicotine patches.

Disposition: Board members thanked Director Rohrbaugh for her report.

E. Michigan Legal Help Website – Caitlin Hoag

Report: Director Rohrbaugh introduced C. Hoag. C. Hoag told Board members she would be talking to them about MichiganLegalHelp.org a new website funded by the State Bar of Michigan Association. She gave Board members a handout about the website explaining that the courts throughout the state had noticed a rise in the number of people representing themselves in court since the recession. Justice Marilyn Kelly had set up a task force of attorneys, legal help organizations, and librarians to create a website that would provide up-to-date, accurate information for people representing themselves in court. She said a lot of time and money were wasted when people were coming to court ill-prepared with incorrect information and paperwork. The task force developed MichiganLegalHelp.org as a place to provide basic legal information. After the website was developed, a group of librarians, including C. Hoag, travelled around the state offering training on the website for other public librarians.

C. Hoag reiterated the website provided information on non-complex, common issues like divorces, custody issues, garnishment and landlord-tenant issues. She said everything on the website was written at a 6th grade reading level and in addition to the self-help guides and court forms the website also provided information on attorneys and legal help centers. In addition to the website, four legal help centers were setup throughout the state with staff trained to walk people through the website. C. Hoag explained the way the website was set up, showing Board members where to find frequently asked questions, local attorney information, and community resources, and demonstrated how the automated interview process worked for court forms through LawHelpInteractive.org.

Discussion: President TenBrink asked who updated the website. C. Hoag said the website was managed by the Michigan Poverty Law Program. President TenBrink asked about the availability of the site. C. Hoag explained it was available to everyone and not tied to any specific library services. President TenBrink asked if the library had marketing information to distribute to patrons. C. Hoag said they had little cards in the Law Library approximately the size of a business card to handout to patrons. J. VanderRoest said the website may put some of the document preparation services out of business. C. Hoag said she had had experiences with patrons who had acquired documents from document preparation services and ended up at the Law Library after finding out they had the incorrect forms once they had gotten to court. L. Godfrey said this was why the interview process was so important.

Disposition: Board members thanked C. Hoag for her presentation.

F. Legislative Report – Diane Schiller

Report: D. Schiller said she had no Legislative Report because the legislature was on summer break.

VI. COMMITTEE REPORTS

*A. Finance and Budget Committee—*J. VanderRoest said the committee had met a number of times to discuss the preliminary budget and had received communication about the recommendation to transfer reserves for the building project earlier in the month.

- B. *Personnel Committee*—V. Wright said the board would be holding an executive session later in the meeting to discuss the director’s annual review.
- C. *Fund Development and Allocations Committee*—no meeting.
- D. *Director’s Building Advisory Committee*—Director Rohrbaugh said the committee met to review the contract with Miller-Davis Company.

VII. OTHER BUSINESS

A. *Director’s Report*

Report: Director Rohrbaugh told Board members that an item not in the Director’s Report was that the July Board meeting would be held at the Oshtemo Branch on June 22nd. Next she highlighted item two saying she had been in contact with the county and hoped to have a recommendation to bring to the Board for the July meeting for the renewal of the Law Library contract. L. Godfrey asked if the new contract would include another renewal period. Director Rohrbaugh said she hoped the contract would last for another five years and if the library wanted to continue to have the Law Library once this contract was close to expiring the county and KPL would start anew. Director Rohrbaugh also mentioned item seven and Party in the Park. She talked about the Summer Reading Games items such as June Jubilee saying sign-ups for Summer Reading Games had been very strong so far this year.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

Ayshhyah Khazad, 710 Collins St., Apt. 1202, said he had heard through M. Cockrell that his idea to have computers set aside in the Children’s Room for parents with squalling children had not been implemented. He explained he thought having computers for these patrons could solve a lot of the noise issues at Central Library and wondered why the solution had not been implemented. He explained he understood the library wanted to encourage parents to come to the library with their children but when the other patrons were being disturbed it would be nice to have an option for dealing with the crying children.

Director Rohrbaugh asked A. Khazad if he had received her letter explaining why the committee that had explored this option had made the decision to not implement it. A. Khazad said he had not received the letter and Director Rohrbaugh said she would send him another copy. A. Khazad said he understood that historically libraries had been quiet places and he would like to see this continue. Director Rohrbaugh said the library would send another copy of the letter to A. Khazad as well as a copy of the letter to all trustees.

IX. COMMENTS BY TRUSTEES

- R. Brown said he was impressed with the evacuation procedure at the library prior to the meeting when the fire alarm was pulled.
- J. VanderRoest said he really enjoyed the Party in the Park and this year had found a book he could read over and over again. He said he knew from conversations with people who brought their children to the event it was hugely appreciated among members of the community.
- President TenBrink said she hadn’t been able to attend the Party in the Park this year but had participated in previous years and heard similar comments from community members. She said she stopped by the June Jubilee celebration and thought it was a

great idea to have computers at the celebration to sign patrons up for Summer Reading Games.

X. EXECUTIVE SESSION

President TenBrink asked for a motion to move to an executive session to discuss the director's annual review.

MOTION:

L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO MOVE INTO AN EXECUTIVE SESSION TO DISCUSS THE DIRECTOR'S ANNUAL REVIEW.

Roll Call Vote: J. Vander Roest—yes; R. Brown—yes; V. Wright—yes; L. Godfrey—yes ; C. TenBrink—yes.

MOTION CARRIED 5-0. 

Trustees moved to an executive session at 5:04 p.m.

MOTION:

L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO RETURN TO OPEN SESSION FOR CONSIDERATION OF THE DIRECTOR'S CONTRACT.

Roll Call Vote: J. Vander Roest—yes; R. Brown—yes; V. Wright—yes; L. Godfrey—yes ; C. TenBrink—yes.

MOTION CARRIED 5-0. 

Trustees moved to open session at 5:31 p.m.


XI. RETURN TO OPEN SESSION FOR CONSIDERATION OF DIRECTOR'S CONTRACT

Recommendation: The Personnel Committee recommended the director's total compensation package be adjusted as follows:

1. 3% increase to salary
2. \$600 to salary that was deferred to MERS HCSP through the newly modified participation agreement for mandatory employee contribution to HCSP in last year's compensation to be permanently included in Director Rohrbaugh's yearly salary

The committee also recommended the director's three year contract be rolled over for another year and updated as it applied to the upcoming fiscal year.

MOTION: R. BROWN MOVED AND C. TENBRINK SUPPORTED THE MOTION TO ADJUST THE DIRECTOR'S TOTAL COMPENSATION AS STATED AND ROLL OVER THE CONTRACT FOR ANOTHER YEAR.

MOTION CARRIED 5-0. 

XII. OPEN DISCUSSION

The Board had a brief open discussion about attendance at Board meetings.

XIII. ADJOURNEMENT

Hearing no objection, President TenBrink adjourned the meeting at 5:45 p.m.

X _____
Fenner Brown
Secretary